



MSF Switzerland  
Hai Malakal, Juba Town  
South Sudan

**JOB VACANCY – HEAD OF MISSION SUPPORT**  
**NUMBER OF VACANCIES: 01**

Medecins Sans Frontieres (MSF-Doctors without Borders) is an international independent medical humanitarian organization that delivers emergency aid to people affected by armed conflicts, epidemics, natural disasters and exclusion from healthcare in more than 60 countries around the world. MSF offers assistance to people in need, irrespective of race, religion, gender or political affiliation. Our actions are guided by medical ethics and the principles of neutrality and impartiality.

**Location:** Juba

**Contract:** 6 months fixed term contract renewable with a trial period of 3 months

**Main Purpose:**

Supporting the Head of Mission in security management and coordination tasks, ensuring a smooth relation with local and national authorities, contributing to the context analysis and follow-up, providing translations and interpretations according to MSF protocols, standards and procedures in order to facilitate the mission coordination tasks

**Scope of responsibilities:**

- Supporting the HoM in promoting and protecting the MSF image externally and assisting in context analysis, disseminating relevant context information to the coordination team, regularly informing them on key issues, updating general information on the context for MSF internal documents and advising on cultural appropriateness of organized activities and individual behaviors.
- Analyzing the risks and the security level of the context of the mission and assisting in conducting risk assessments and in the development, security plans for the mission and project. Advising the PC and HoM on aspects of security management
- Establishing and maintaining external relationships with relevant authorities and stakeholders. Keeping good knowledge of counterparts in different administrations and departments and keeping up to date records of field contacts (other NGOs, UN agencies, local authorities, etc.) verifying that they are easily accessible, in order to facilitate contacts and meetings.
- At the request of the HoM, preparing and conducting an information briefing, focusing on the country context for International Staff
- Translating sensitive documents and acting as an interpreter when needed. Writing letters and correspondences with officials and partners and preparing reports, internal memos and formal requests. Monitoring the correspondences in the absence of the HoM.
- Assisting in the elaboration of the advocacy plan of the mission in collaboration with the PC, Medco and the Communications responsible and supporting its implementation and follow up

**Recruitment Criteria:**

**Education:** MANDATORY University Degree preferably in the field of social sciences, (political sciences, sociology, Anthropology, International Public law, communication, Economics etc.)

**Experience:** MANDATORY 2 years' experience in a similar position in humanitarian aid preferably within MSF. Essential strong understanding of the workings of the different administrations of the country.

Experience working in political, security and humanitarian issues in the country.

**Languages:** Fluent English (high level command oral and written) and Arabic required. local languages desirable.

**Knowledge:** Computer proficiency in MS Excel and Word, Good analytical skills, at ease with figures and economics data. Excellent communication and diplomatic skills

**Applications:**

Interested South Sudanese candidates are invited to submit their application with motivation letter and updated CV with copies of their education credentials, experience letters and National ID Cards to our email [msfch-juba-hrmanager@geneva.msf.org](mailto:msfch-juba-hrmanager@geneva.msf.org) by 14 th March 2022 by 5:00pm South Sudan Local Time.

**Qualified women & people with disability are strongly encouraged to apply.**  
**Only short-listed candidates will be contacted and applications received will not be returned.**

